

## **SUBCONTRACTOR REQUEST FORM**

It is ADOT's responsibility to insure that prime contractors employ subcontractors in accordance with various Federal and State regulations. With this in mind, ADOT has implemented a subcontractor approval streamlining process which will insure compliance while decreasing the required approval time. Field Reports fax #602-712-3067 / 206 S. 17th Ave, MD 133A Phoenix, AZ 85007

ADOT PROJECT/TRACS NO. \_\_\_\_\_ / \_\_\_\_\_  
PRIME CONTRACTOR: \_\_\_\_\_ PRIME CONTRACT AMOUNT \$ \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ ESTIMATED SUBCONTRACT AMOUNT \$ \_\_\_\_\_  
FAX NO. \_\_\_\_\_  
SUBCONTRACTOR: \_\_\_\_\_ LOWER TIER TO: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ DBE: Yes \_\_\_\_\_ No \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ SUBCONTRACTOR LICENSE NO. \_\_\_\_\_

**SUBCONTRACTED BID ITEMS No.'s**  
**(Specify Joint Items)**

**SUBCONTRACTED NON-PAY ITEMS**  
**(Provide Description of Work)**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### **CERTIFICATION:**

The Prime Contractor and Subcontractor certifies the following :

- A) The Subcontractor has received applicable Documents No. 3-9 per Special Provisions.
- B) The Prime Contractor and Subcontractor will execute Documents No. 1 and 2 prior to the start of Subcontractor's work. DBE subcontracts to be submitted at Pre-Construction conference (Spec. 108.01/.03)
- C) Upon execution, Prime Contractor will send the Field Office and Field Reports copies of Documents No. 1 and 2
  - 1. Subcontract Agreement containing the above Bid Items of Work
  - 2. Certification, Contracts or Subcontracts, subject to EEO, March 31, 1989 (Executive Order 11246)
  - 3. FHWA 1273-(Rev.3-94)
  - 4. Standard Federal EEO, Construction Contract Specifications, April 15, 1981
  - 5. Affirmative Action to Insure Equal Employment Opportunity, April 15, 1981
  - 6. Compliance Reports, October 25, 1998
  - 7. Certification of Nonsegregated Facilities, September 29, 1975
  - 8. Wage Determination Decision # \_\_\_\_\_ Mod # \_\_\_\_\_ (As per special provisions for above referenced project)
  - 9. Training Special Provisions

Authorized Prime Contractor Signature/Date	Authorized Subcontractor Signature/Date	Authorized Lower Tier Signature/Date
_____	_____	_____
Title	Title	Title

### **FOR ADOT USE ONLY**

According to the appropriate Contract Provisions, the Assistant State Engineer has approved this date the subletting of the work items described above.

Total Subcontracted To Date: \$ \_\_\_\_\_ Percentage Subcontracted To Date: \_\_\_\_\_ %  
Org: \_\_\_\_\_ Subcontract in Field Reports: YES \_\_\_\_\_ NO \_\_\_\_\_

Assistant State Engineer - Construction Group

Date